

SPACE ALLOCATION STANDARDS FOR STATE OFFICE FACILITIES

Purpose Statement:

The purpose of this policy is to:

- Establish size standards and guidelines to be used in assigning space to state agencies, and
- Promote employee productivity and the functional, equitable, efficient, and flexible use of space.

This policy applies to:

- State agencies, boards, commissions, and institutions of higher education subject to the jurisdiction of RCW 43.82.010 and other referenced statutes.

Action:

Revision of existing policy dated October, 2000

Review Cycle:

1 year

Date Approved:

December 28, 2009

Approved By:

/s/
Linda Villegas Bremer
Director

References:

[RCW 43.82.010\(2\) Acquisition, lease, and disposal of real estate for state agencies — Long-range planning — Use of lease as collateral or security — Colocation and consolidation — Studies — Delegation of functions — Exemptions.](#)

POLICY

The location, size and design of state offices shall conform to the standards developed and overseen by the Department of General Administration and contained in the Space Allocation Standards Manual (Manual).

This policy and the Manual are the authoritative guide for all office space within the State of Washington's owned and leased property inventory unless otherwise noted in statute or the Manual.

Related policies and other requirements

- [Space Allocation Standards Manual](#) – These standards describe how state-owned or leased office space should be planned and constitute the standards by which agency requests for space (in leased or state-owned facilities) are evaluated. They apply to both new facilities and reconfiguration of existing facilities. State agencies use this manual when developing functional and effective work environments.

- *Policy 120 A - Seeking Space to Lease* – This policy establishes the guidelines under which Real Estate Services seeks space to lease.

Forms and instructions

- Modified Predesign-Short Form (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)
- Modified Predesign-Long Form (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)
- Space Planning Data Sheet (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)

History

Amended:

December 7, 2009 –In addition to an overall revision for appropriate formatting and clarity, key changes include:

- This revision brings the Space Allocation Standards Manual into alignment with current practices.
- Added a welcome message from Director Bremer to promote recognition and awareness that the Policy and Manual are approved at the highest agency level.
- Added revised/new “Space Planning Data Sheet” that is part of the Modified Predesign Form required by RCW 43.82.035 to replace the Space Request Form.
(<http://apps.leg.wa.gov/rcw/default.aspx?cite=43.82.035>)
- Revised the Office Workstation Layout to accommodate current workstation furnishings, furniture and equipment as well as new concepts for open workspace and collaborative or team workspaces.
- Revised/updated Definitions section.

Original Effective Date:

October 2000

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

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POLICY FEEDBACK

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